

**KANSAS REAL ESTATE COMMISSION**

Three Townsite Plaza
120 SE 6th Avenue, Suite 200
Topeka, Kansas 66603-3511
www.krec.ks.gov (785)296-3411
fax: (785) 296-1771 email: krec@ks.gov

**EDUCATION INDIVIDUAL
REQUEST FORM**

Form No. RE-800

INSTRUCTIONS

Complete this form to request continuing education credit for a non-approved real estate related course. Courses completed prior to the issue date of your current license will not be considered for credit. Data may be entered before printing this form.

Please ensure prompt submission of all requests. If the request is denied, you will be required to complete another course prior to your license renewal date.

Licensees are limited to one appraisal-type course per two-year renewal period, for a maximum of three credit hours.

All distance, home study and online courses submitted for approval must require a closed-book, proctored final exam and a passing score of 70% or better, or an open-book, unproctored final exam and a passing score of 90% or better.

REQUIRED DOCUMENTATION

Include the following information with your request:

1. Course outline, brochure and any other documents which thoroughly describe the course content.
2. Background information on course instructors (resume, bio, etc.)
3. Evidence of course completion (if already completed) signed by the course sponsor/instructor, certifying you completed the course.

PROCESSING

To check CEU hours, click on "Check CEU hrs" at www.krec.ks.gov.

If you wish to receive confirmation of credit received, please include a self-addressed, stamped envelope with this form.

FEES

Enclose your credit card information (in the attached form) or a check or money order made payable to KREC in the amount of \$10.00 per course.

LICENSEE INFORMATION:

LICENSEE NAME	LICENSE NUMBER
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COURSE AND PROVIDER INFORMATION:

COURSE TITLE			
COURSE DATE	COURSE LOCATION		PROVIDER EMAIL
HOURS OF INSTRUCTION (EXCLUDING MEALS AND BREAKS)		CONTACT PERSON OR INSTRUCTOR	
COURSE SPONSOR			
PROVIDER ADDRESS			
CITY	STATE	ZIP	PHONE

LICENSEE SIGNATURE

SIGNATURE

DATE SIGNED

Initials: _____

COMMISSION USE ONLY

☐ Approved ☐ Denied Fee: \$_____ Deposit Date: _____ Notes: _____

	<p align="center">KANSAS REAL ESTATE COMMISSION Three Townsite Plaza 120 SE 6th Avenue, Suite 200 Topeka, Kansas 66603-3511 www.krec.ks.gov (785)296-3411 fax: (785) 296-1771 email: krec@ks.gov</p>	<p align="center">EDUCATION INDIVIDUAL REQUEST FORM Form No. RE-800</p>
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CREDIT CARD PAYMENT INFORMATION

Licensee Name:	Card Holder: (if different than licensee)	Email Address: (optional/for electronic receipt)
Card Number:	Expiration Date:	Zip Code:
Card Type: <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover </div>		

Submit to the Kansas Real Estate Commission by:

Email: krec@ks.gov

Fax: 785-296-1771

After processing your payment, this document will be shredded.

If you prefer to provide your credit card information by phone, call 785-296-3411.